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Momentous School

Founded in 1997, Momentous School is a unique Dallas laboratory school where students ages three years old through 5th grade are engaged with a rigorous curriculum woven with rich experiences for building strong social emotional health – a key predictor of a child’s academic achievement and lifelong success. Our program is underscored by deep parent engagement as students thrive when they can be recognized and celebrated both at school and at home.

Our model for social emotional health begins with safe relationships. Building on that strong foundation, we teach children how to self-regulate and build their awareness of self, which gives them the capacity to better understand others and ultimately become a Changemaker in our society.

Accreditations

Momentous School is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), an accreditation division of AdvancEd. The three-year-old, pre-kindergarten and kindergarten programs are accredited by the National Association for the Education of Young Children (NAEYC).

Licensing Requirements

The three-year-old class and the pre-kindergarten classes are licensed by the Texas Department of Family and Protective Services (DFPS) and comply with the standards put forth by that agency.

As a licensed facility, you are entitled to see the following information and may ask the Principal or Director of Early Childhood to show you the most recent copy of:

- The minimum standards for licensed childcare centers (these are also available on the web at www.dfps.state.tx.us or at the local DFPS office)
- The most recent Licensing Inspection Report
- The most recent Fire Marshall’s Inspection Report
- The most recent Health Department Sanitation Inspection Report
- The most recent Gas Pipe Inspection Report
- Documentation of liability insurance that complies with Human Resources Code, Section 42.0491
- The center’s operational policies Important numbers to know are:
  - Child Protective Services (800) 252-5400 or www.txabusehotline.org
  - Texas Department of Family and Protective Services Dallas Stemmons Office (214) 951-7902

If at any time you have questions or concerns about the policies and procedures at Momentous School, you may schedule an appointment to speak with the Principal. We welcome your questions, opinions and input about your child’s education in our school.
Director of Education
Sandy Nobles
snobles@momentousinstitute.org
214-915-1820

Principal
Daniel Knoll
dknoll@momentousinstitute.org
214-215-5151
214-915-1834

Director of Early Childhood
Maria Christiansen
mchristiansen@momentousinstitute.org
214-915-1828

Director of Curriculum and Instruction
Karen Norris, Ph.D.
knorris@momentousinstitute.org
214-915-1868

Director of Education Research
Karen Thierry, Ph.D.
kthierry@momentousinstitute.org
214-915-1869

Family Guidance Coordinator
Monica Arellano
marellano@momentousinstitute.org
214-915-1822

Technology & Media Specialist
Jennifer Grauberger
jgrauberger@momentousinstitute.org
214-915-1839
twitter: @MomentousTech

Child Nutrition Services Administrator
Rosalba Alaniz
ralaniz@momentousinstitute.org
214-915-1821

Student Information Specialist
Carol Diaz
cdiaz@momentousinstitute.org
214-915-1861

School Administrative Assistant
Gloria Montoya
gmontoya@momentousinstitute.org
214-915-1866

Education Outreach Manager
Ara Grimaldo
agrimaldo@momentousinstitute.org
214-915-4756

Camp Director
Fred Lines
flines@momentousinstitute.org
214-915-4798
# 2019 - 2020 Momentous School Calendar

The school day begins with breakfast 7:30 AM - 7:50 AM
Classes begin at 7:55 AM
A student is tardy after 7:56 AM

<table>
<thead>
<tr>
<th>AUGUST 2019</th>
<th>SEPTEMBER 2019</th>
<th>OCTOBER 2019</th>
<th>NOVEMBER 2019</th>
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<tr>
<td>Sun</td>
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<td>DECEMBER 2019</td>
<td>JANUARY 2020</td>
<td>FEBRUARY 2020</td>
<td>MARCH 2020</td>
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<td>APRIL 2020</td>
<td>MAY 2020</td>
<td>JUNE 2020</td>
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<td>August 2019</td>
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<td>October 2019</td>
<td>November 2019</td>
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<td>12 - 16</td>
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<td>3</td>
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<tr>
<td>19</td>
<td>Family Open House 11:00 AM - 1:00 PM</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>20</td>
<td>First Day of School</td>
<td>22</td>
<td>23</td>
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</tbody>
</table>

| December 2019 | January 2020 | February 2020 | March 2020 |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| April 2020 | May 2020 | June 2020 | July 2020 |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**August 2019**
- 12 - 16: Home Visits
- 19: Family Open House 11:00 AM - 1:00 PM
- 20: First Day of School

**September 2019**
- 2: Labor Day Holiday
- 3: No classes / Staff Development
- 19: 20th Anniversary Open House 1:00 AM - 1:00 PM
- 20: First Day of School

**October 2019**
- 4: No classes / Staff Development
- 24 - 25: No classes / Changing the Odds Conference

**November 2019**
- 25 - 29: Fall Break
- 23 - 31: Winter Break

**December 2019**
- 23 - 31: Winter Break
- 20: Martin Luther King, Jr. Holiday

**January 2020**
- 20: Martin Luther King, Jr. Holiday

**February 2020**
- 7: President's Day Holiday
- 17: President's Day Holiday

**March 2020**
- 16 - 20: Spring Break

**April 2020**
- 7: 4th Grade STAAR Writing
- 8: 5th Grade STAAR Math
- 24: Dia del Niño
- 27 - 29: No Pre-K 4 Classes

**May 2020**
- 11: 3rd and 4th Grade STAAR Math
- 12: 3rd and 4th Grade STAAR Reading
- 13: 5th Grade STAAR Science
- 25: Memorial Day Holiday
- 26: No Classes / Staff Development

**June 2020**
- 24: Last Day of School
- 24: 5th Grade Graduation 6:00 PM - 7:30 PM
Days and Hours of Operation
Momentous School is fortunate to provide an extended year for all students and families. The 2019-20 calendar year begins with home visits the week of August 12, 2019 through Friday, August 16, 2019, and classes beginning on Tuesday, August 20, 2019. Our school year ends on June 24, 2020.

School hours are Monday through Friday 7:55 a.m. until 3:00 p.m. On Wednesdays, all classes are dismissed at 1:00 p.m.

Three-year-old Class Schedule
The morning class begins with breakfast in the classroom from 7:30 a.m. - 8:00 a.m. and instruction ends at 10:50 a.m.

The afternoon class begins with lunch in the classroom from 12:00 p.m. - 12:30 p.m., and instruction ends at 2:55 p.m. There is no afternoon class for 3-year-olds on Wednesdays.

Meal Service
Momentous School provides breakfast service to all PK4 - 5th grade students from 7:30 a.m. to 7:55 a.m. in their classrooms.

Momentous School provides lunch service to all PK4 - 5th grade students between 11:00 a.m. - 12:20 p.m.

Early Childhood Program Rest Periods
Active learning experiences requires a great deal of energy from children. Every day after lunch, our youngest students have a rest period of approximately 30 minutes. We provide individual cots for each child and we ask that parents of our PK4 and Kindergarten students send a small blanket or towel for their child to keep at school for use during naptime. Blankets are sent home every Friday to be washed and should be returned each Monday morning.

Attendance
Your family has made the choice to be a part of our school community and daily attendance is required during the entire school year including June. Together we work hard to make sure that your child receives the best education possible, and that all begins with being present throughout the school year.

Tardies
School begins at 7:55 a.m. Students are tardy at 7:56 a.m.

Children who arrive late to school not only miss important instruction and may also feel out of step with their class for the rest of the learning day. Your family has made the choice to be a part of our school community and arriving to school on time is one way to show respect. Please inform the school if tardies are due to unforeseen circumstances. Twelve tardies will result in a review scheduled with your family and administration to determine if continued enrollment at Momentous School is appropriate.
Absences
When a child will be absent, please inform the School Information Specialist or School Administrative Assistant by calling 214-915-1890.

Families are expected to provide documentation from medical care providers for absences related to illness. These should be turned in to the Student Information Specialist. Please inform the school for any extended absences due to illness or unforeseen circumstances. It is best teachers know at least two weeks in advance of extended absences so they can prepare work for the student to continue practicing while they are away from school. If your child misses a total of five days of instruction, a school review will be scheduled with your family and administration to determine if continued enrollment at Momentous School is appropriate.

Drop-Off of Students
Supervision of students begins when the front door is unlocked at 7:15 a.m. In addition to the front entrance, students may enter the Storey Street doors between 7:30 and 7:50 only.

Pick-Up of Students
Parents need only go to the youngest child’s pick-up site. Older students will join their younger siblings at pick up.

<table>
<thead>
<tr>
<th>Time</th>
<th>Grade Level</th>
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</thead>
<tbody>
<tr>
<td>10:50 a.m.</td>
<td>PK3 pickup at designated grade level station.</td>
</tr>
<tr>
<td>2:55 p.m.</td>
<td>PK3, PK4 and K pickup at designated grade level stations in front of Momentous School.</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>1st, 2nd grade pickup at designated grade level stations in front of Momentous School.</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>3rd, 4th and 5th grade pickup at designated grade level stations in back of Momentous School on Storey Street.</td>
</tr>
</tbody>
</table>

The Momentous School front entrance has one curb lane for cars to stop and open doors on the curbside for student drop-off or pick-up. The center lane is only for cars to enter in order to leave the school grounds. This center lane should never be used to stop and open car doors at anytime. This presents a dangerous situation for both children and drivers. Teachers and staff will not deliver children to the center lane.

Please stay in line to drop off or pick up students in the curb lane. Please do not leave children unattended in your vehicle at any time. Leaving a child in a vehicle is punishable under the Texas Penal Code, Title 5, Chapter 22, Section 10.

Please be prompt for pick-up. There is no on-site childcare provided for your child after 3:00 p.m.

To ensure that your child will have a safe and timely ride home, the school maintains a list of designated adults whom you have authorized to pick up your child. Children are released only to an adult previously designated by his/her parents. For unexpected pick-up changes, please notify the School Administrative Assistant before 2:30 p.m. to ensure that your child’s teacher receives the message. Please do not contact teachers directly during instructional hours to inform them about a change in pick up.

In order to maximize the learning time for all of our students, it is strongly encouraged that families avoid scheduling medical visits during normal instructional hours. Students are released at 1pm on Wednesdays every week, offering a great opportunity to schedule such visits. In the event that a student does need to miss class, it would be best for them to return to school afterwards in order to stay on track with their peers and continue their learning.
Dress Code
All students at Momentous School must wear uniforms every day. Students must wear a red top with khaki shorts, slacks, skirts, or jumpers. Students in 1st – 5th grade are also expected to wear a plain black or brown belt. Students must wear mostly black or mostly white athletic shoes with laces or Velcro and white or black socks every day because students will participate in daily PE classes and/or outside play. Girls wear white tights only if not wearing socks. No black or colored leggings or black or colored tights are allowed. Only a Momentous School sweatshirt, red jacket or red sweater may be worn during the school day. No coats are allowed in the classroom. They must be kept in lockers. Uniform pieces may be purchased at major retail stores. Excessive headbands, jewelry, makeup, fake nails, and nail polish are not acceptable at school. Hair must be neatly groomed and away from the face.

Three-year-olds, pre-kindergarten and kindergarten children need an extra set of clean clothing to be kept at school for emergencies, such as an illness or a bathroom accident. This extra set of clothing should be sent in a plastic bag and labeled with your child’s name.

Families in need of slightly used uniforms can contact school at (214) 915-1890 or ask at the front desk. Parents who would like to donate their children’s outgrown uniforms for another child’s use are encouraged to bring laundered uniforms to the school office.

Cell Phones
Momentous is a phone-free environment and students are strongly encouraged to leave all cell phones at home. In the event that a student does need to bring a phone to school, they will leave it at the front desk upon arrival and retrieve it after dismissal. Students may not use their cell phones while on campus. In the event that a cell phone is used at school, it will be picked up and a parent may retrieve it from the Principal.

Toys and Personal Items
Toys, personal items and personal devices including other electronics, should remain at home. There is no appropriate time before, during, or after school for toys or electronics to be used or shared. If they are brought to school, a parent may retrieve them from school administration.

Classroom Pets
Each Momentous School classroom fosters a living organism. Teachers will notify parents in writing of animals present in the classroom. All animals on site will meet the health and safety requirements put forth by the state licensing agency.

Birthday and other Special Events
Momentous School does not celebrate student birthdays or holidays during the instructional day. Because of licensing and accreditation standards, we are not able to serve any type of sweets to our students at school – i.e. cupcakes, cookies, candy, etc. Please do not plan to celebrate a birthday with a class party taking away from instruction time. It is not appropriate to bring gifts or balloons to school to celebrate any event. An alternative would be to donate a book in your child’s name to our school library. This gift would be something that all the children could enjoy for a long time.

In the event that a student is having a private birthday party and would like to distribute invitations at school, parents must contact teachers directly informing them that their child has invitations to pass out. There must be an invitation for every single student in their class, no exceptions. The teacher will assist the student in distributing birthday invitations during closing circle.

If a family is not comfortable inviting the entire class, they may distribute invitations, but not on campus. We want students to feel included, and more often than not, hurt feelings result when invitations go to some children and not others.

Family Events
Throughout the school year we will have a variety of after school and evening events to bring families together. We encourage all parents to attend and participate in these planned events. Building friendships between families strengthens our school community.
Field Trips
Momentous School is fortunate through our privately funded organization to have transportation and many opportunities for field trips provided for our students. An important part of our curriculum is taking students to many places within the community and to our Camp in East Texas to learn in the real world. Parents will be informed of all field trips in advance. Uniforms are to be worn for all school trips unless other information is provided by the teachers. It is important that purchases for students are never made on these trips, i.e., snacks or souvenirs. Field trips are planned to support learning. On occasion, we are able to invite parents to accompany classes on field trips. Parents who attend must have a current background check on file and pledge to actively participate in the learning with a small group of students. For that reason, we ask that younger siblings not attend.

Field trips, especially ones to camp, follow a strict schedule as determined and shared by grade level teachers. Once the school bus leaves campus, students will not be allowed to join in the trip, and any student that arrives after that departure will be asked to return to school the next day.

Communication with Parents
At Momentous School, we have a variety of ways for parents to stay informed throughout the year about school happenings, including text messaging, email, social media, conferences, meetings, performances, and home visits. Please ensure that you are signed up for the Remind notification service and that you inform the student information specialist or school administrative assistant about any changes in contact information, including phone numbers and mailing address. Any information that is sent home in writing will always be written in both English and Spanish. We have many staff members who are bilingual and are available to help interpret for conferences and meetings.

Home Visits
Home visits are arranged several weeks before the beginning of school to allow students and some of their family members to meet with their teachers in their family home. Our goal for this summer visit is to begin to establish the relationships that will foster a child’s social and emotional health and academic growth.

Student Assessment
There will be three parent-teacher conferences scheduled throughout the year. During these conferences, you have a chance to discuss your child’s progress at school as well as share learning that has occurred at home. Parents with children in the PK3, PK4 and Kindergarten classes are asked to bring their Family Portfolios to each conference so teachers better understand the connections being made between school and home. Teachers will share a portfolio at parent conferences containing samples of your child’s work along with results of any formal or informal assessments that have been administered.

Students in all grades are assessed using a standards-based report card. It’s purpose is to report a child’s progress in meeting state standards as defined by the Texas Essential Knowledge and Skills, and to give specific information on what a child should understand, know and be able to do. Report cards and other academic reports can be provided by the Student Information Specialist. We ask for a week in order to process the request. Students in grades K-5 take the Northwest Evaluation Association’s (NWEA) Measures of Academic Progress (MAP) assessment three times each year. The MAP is an adaptive computer assessment that measures students’ growth against national norms. Students in grades 3-5 are also assessed by the State of Texas Assessment of Academic Readiness (STAAR).
Early Childhood Assessment
In addition to the ongoing information collected in the portfolios, we also use more formal assessments to document children’s development. The three-year-old class and PK class use an instrument called The Peabody Picture Vocabulary Test. PK3 students are given the test in September and again in June. PK4 students are given the test in June only, unless they are new to the program. New students are given the test in September. The test is administered individually to students by the research department. The test administrator will spend time in the classroom prior to giving the test so the students are familiar and comfortable. Students also complete the NWEA Children’s Progress Academic Assessment (CPAA) in the fall and spring. Results about growth and progress are shared during parent conferences.

School Closing for Inclement Weather
In the case of inclement weather,

- We will communicate a school closing by text messaging via Remind.
- We will broadcast a school closing on these networks:
  - Television Channel 5 - NBC
  - Television Channel 8 - ABC
  - Television Channel 10 – Univision
  - Television Channel 11 - CBS

Fees
Momentous School provides a high-quality education to families for their children without the obligation of a monthly tuition. A school fee is required for each student. The fee is determined based upon family income. Payment is due on the first day of every month and paid at Momentous School’s front desk.

Jonsson Parent Center
The Jonsson Parent Center is a space for parents to connect in our school community. The room is used for workshops, classes, planning for projects and many other informal parent gatherings. Watch for notifications about what’s happening in our Parent Center through Remind. These events are open to parents and families of students currently enrolled in Momentous School.

The Jonsson Parent Center is open when the school is open. Please contact the Family Guidance Coordinator for any questions or information concerning our Jonsson Parent Center.

Visiting Campus
Whether it’s visiting the parent center, joining your child at lunch and more, we love sharing what we’re doing with our families. In order to maintain a community of safety, we ask that all visiting family members and guests sign in at the front desk, receive a visitor badge, and include where in the building you’ll be visiting. This will help ensure the safety and well-being of all our students.
Health and Wellness

All parents are required to fill out a health form for each of their children attending Momentous School to be kept on file in the school clinic. Each child is required to have a record of up-to-date immunizations on file. Students who do not have current immunizations on file will not be admitted until all immunizations are complete. Tuberculin Testing is not required by our school based on the state’s recommended immunization schedule. To see which immunizations your child does require, please see the attached immunization document from the Department of Health and Human Services. See Appendix A

The school is required to report the number of children who are screened for both vision and hearing. Screening will be conducted for all Momentous School children ages 4 and older according to the schedule prescribed by law. Please see the document entitled Vision and Hearing Screening Requirements. See Appendix B

If your child does not pass the vision and/or hearing screening, you will be notified in writing and will be required to take your child to the doctor for further testing within the designated time frame.

Communicable Diseases
To protect all children from communicable illnesses, students infected with certain diseases are not allowed to come to school while they are contagious. Students should be symptom-free for 24 hours before returning to school.

Exclusion from School
The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases. These regulations are in conformance with the requirements of the local health authority (Dallas County Health Department) and adopted by Momentous School. These guidelines serve to protect the health of children, their families and staff.

1. A student with any of the following symptoms must be excluded from school until such time as the student is free of symptoms, has been satisfactorily treated or submits a signed physician’s statement that he/she is not contagious.
   - Temperature of 100.4 degrees or more
   - Student must be fever free for 24 hours, without medication before re-entry
   - Pain and or swelling at the angle of jaw
   - Undetermined rash over any part of the body accompanied by fever
   - Undiagnosed scaly patches on the body or scalp
   - Nausea, vomiting or diarrhea. *Student must be symptom free for 24 hours, without medication before re-entry
   - Red, draining eyes
   - Intense itching with signs and symptoms of secondary infection
   - Open, draining lesions
   - Jaundice
   - Lice or nits on shaft of hair, until treatment is verified

2. The administration will notify the student’s parent or guardian that the student is ill and will remain in the school clinic, away from others, until picked up by parent or guardian.

3. It is the responsibility of the parent or guardian to transport the student from school to his/her home.

4. For re-admission, some diseases may require a statement from the student’s physician affirming that the student is not contagious. In the event a child contracts a communicable disease (chickenpox, measles, etc.) and exposes other children, notice of such exposure will be provided to parents in writing, and parents will be notified verbally when they pick up their children.
Medications at School
If a child needs to take medicine during the day, the school must have written permission from the parents to give the medication. Medications must be in the original pharmacy container labeled with your child’s name, the date of administration, directions stating dosage amount and times, and the doctor’s name. All medicines are kept in the school clinic.

Parents of children with special health monitoring needs, including asthma or other respiratory problems, are asked to provide the school with the necessary information to provide a safe, healthy school environment.

Medical Emergencies
In case of a medical emergency during the school day, the staff will administer first aid. All teachers and administrators have completed the requirements for Pediatric CPR and first aid. Parents or an authorized adult will be notified as quickly as possible. If immediate medical attention is required, the student will be taken to a local hospital. Emergency phone numbers for parents, guardians, and other emergency contacts must be on file. If any of these numbers change during the year, please notify the teachers and Student Information Specialist immediately at (214) 915-1861.

Momentous School Wellness Policy
Momentous School is committed to providing a school environment that enhances learning and development of lifelong wellness practices. To accomplish these goals:

- Child Nutrition Programs comply with federal, state and local requirements. Child Nutrition Programs are accessible to all children at Momentous School
- Sequential and interdisciplinary nutrition education is provided and promoted
- Patterns of meaningful physical activity connect to students’ lives outside of physical education
- All school-based activities are consistent with local wellness policy goals
- All food and beverages made available on campus during the school day comply with the guidelines of the National School Lunch / School Breakfast Program programs
- All food made available on campus adhere to food safety and security guidelines
- The school environment is safe, comfortable, pleasing and allows ample time and space for eating meals. Food and/or physical activity is not used as a reward or punishment
Outdoor Play
Getting exercise outside is an important component of our early childhood and elementary curriculum. We have large areas of shade on the playground, however, some areas are not shaded. If local public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, parents will be notified in writing. Parental permission is required for staff to apply insect repellent containing DEET, no more than once a day. Children will play outside every day except under the following conditions:

Cold Weather Days
Children will not be permitted to participate in outdoor activities if the wind chill temperature is below 32 degrees. No child will be allowed to participate in outdoor activities without appropriate cold weather clothing.

Hot Weather/Ozone Days
During the hot days of summer, early fall and late spring, there are frequently ozone alerts. There will be no outside activity if the heat index temperature is 95 degrees or higher, or when a Heat Alert, Red Ozone Alert or Orange Ozone Alert is issued.

Nutrition
Child development research has proven that the food a child eats influences his or her performance throughout the day. The school provides a healthy breakfast and lunch for the students each day. An afternoon snack is also served in PK4 and kindergarten. Our meals and procedures meet the requirements of the National School Lunch and School Breakfast Program. Menus for the month will be sent home and are kept in the school for your information. Water bottles are provided and kept at the students’ desks for their convenience. Water bottles will be sent home with students each Friday to be sanitized with soap and warm water and returned to school each Monday.

Knowing Momentous School is not responsible for the nutritional content of snacks from home, we strongly encourage parents to partner with the school by sending only nutritious snacks to school with your child. We ask that you please do not send snacks or drinks that are high in sugar (i.e. soda, Kool Aid, or Sunny Delight). Gatorade is not allowed at school. If you send juice, please be sure that 100% Juice is written on the label. Snacks that do not meet Momentous School nutritional guidelines will be sent home with the student at the end of the school day. Also, please help your child understand that his or her snacks are not to be shared with other students. It is important that parents plan and know what snacks their child consumes. Suggested nutritious snacks: Fruit, cheese, crackers, 100% fruit juice, chopped vegetables with dip, bread or tortillas.

*At Momentous we understand and appreciate the value of families spending time with their children during meal times. It is a great opportunity to check in and build a relationship. As we aim to create an environment that emphasizes the importance of a balanced diet, we appreciate your support and participation in living out our commitment to eating healthy. If you’re bringing a meal with you, please make sure it meets our nutritional guidelines as well. This includes avoiding fast food (such as McDonalds, Chick-fil-a, and more), especially sugary drinks such as sodas and sports drinks. Families that bring food that do not meet these guidelines will be asked to leave it at the front desk and can retrieve it upon leaving. We appreciate you helping us set a positive example for all our students about the importance of powering our bodies and minds with the best kinds of nutrients.
Policies and Procedures

Discipline
Our goal is to help children learn to self-regulate, self-manage and take responsibility for their actions. A vital part of our curriculum is teaching children the tools they need to have positive relationships with a variety of people. Our learning environment depends upon the respect, safety, and participation of all. Teachers focus on the individual strengths and special needs of learners to promote achievement. It is vital that parents and teachers communicate with one another to ensure that each child is guided toward becoming thoughtful, responsible and competent. Our classroom expectations and core values reflect these goals. Corporal punishment is not an acceptable way to deal with children’s behavior at school. If a child’s behavior repeatedly interrupts the learning community, a meeting will be scheduled with parents to review the set of circumstances. Together, the school and family will develop a written plan that seeks to find solutions, set learning and behavior goals and include follow up conversations to assess our progress. If the behavior continues to interrupt learning, a follow-up review will be scheduled so the administration can determine if continued enrollment at Momentous School is appropriate.

Emergency Drills and Plans
Fire drills are practiced once each month to ensure children know how to safely exit the building. Severe weather drills occur every three months to practice quickly moving to an interior location with protection from threatening weather. Lock down and evacuation drills are practiced three times a year.

In case of emergency, we will communicate with families through text messaging.

In the event of any emergency requiring evacuation, students will be taken to the fire station #15 at 111 East 8th St.

Anti-Harassment and Bullying Policy
Students have the right to feel safe and respected and to work and learn in an environment that is free from harassment and bullying, including sexual and other types of harassment/bullying. This policy applies to the school campus, all school-sponsored and affiliated events and during transportation provided by the school. It applies to harassment/bullying between students and between adults (teachers, administrators and staff) and students. No student shall be subjected to harassment/bullying by employees or students on school property or at a school function. Momentous School prohibits all forms of harassment/bullying as defined below. What Is Bullying? In its Safe Communities ~ Safe Schools Fact Sheet, the Center for the Study and Prevention of School Violence (2008) uses three criteria to distinguish bullying from other occurrences of misbehavior or isolated cases of aggression:

- It is aggressive behavior or intentional harm-doing.
- It is carried out repeatedly and over time.
- It occurs within an interpersonal relationship characterized by an imbalance of power.

Thus, a student is bullied or victimized when he or she is the repeated target of deliberate negative actions by one or more students who possess greater verbal, physical, social, or psychological power.

Direct bullying is a relatively open attack on a victim that is physical (hitting, kicking, pushing, choking) and/or verbal (name calling, threatening, taunting, malicious teasing) in nature. Indirect bullying is more subtle and difficult to detect. It involves one or more forms of relational aggression, including social isolation, intentional exclusion, rumor-spreading, damaging someone’s reputation, making faces or obscene gestures behind someone’s back and manipulating friendships and other relationships. This list is not all-inclusive. Other unwelcome acts of an offensive nature may also constitute harassment/bullying.
Definition of Sexual Harassment

Sexual harassment is a type of harassment/bullying. It may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of the type of behavior that may constitute sexual harassment include demands for sexual activity; sexual flirtations, advances or propositions; sexual innuendoes or suggestive jokes; comments of a sexual nature to describe an individual or an individual’s body; unwelcome physical contact such as touching, pinching or brushing the body; any type of coerced sexual activity; displays of sexually suggestive objects or pictures; and obscene gestures or materials. This list is not all-inclusive. Other unwelcome acts of an offensive nature may also constitute sexual harassment.

Procedures for Reporting Complaints Harassment/Bullying

The school encourages all members of the Momentous School community to report all incidents of harassment/bullying, regardless of who the offender may be. The school will take prompt, reasonable action to prevent, investigate and remedy harassment/bullying. The school has designated “Point Persons” who are responsible for receiving, responding to and investigating harassment/bullying complaints. The Family Guidance Coordinator, Principal and Director of Early Childhood at Momentous School are responsible to work with students and families following any situation brought to Momentous School’s attention.

Following consultation between the involved parties, school administration will determine if further investigation is needed. If so, the investigation will be promptly handled. Appropriate school/agency personnel will interview those involved in a harassment/bullying case. All interviews will be conducted with sensitivity and fairness. The investigation may include interviews of the complainant, the alleged offender and others. Depending on the seriousness of the complaint, the Director of Education and Executive Director may become involved.

Reporting Harassment/ Bullying

Any student who believes that he or she has been harassed or bullied by another student should speak to the offender directly if comfortable, and request that the harassment/bullying stop. If the student is uncomfortable with speaking directly to the offender or if the harassment/bullying does not stop, the issue should be reported to the classroom teacher or another trusted adult within the school system. Parents are asked to contact the classroom teacher or one of the designated Point Persons regarding incidents of harassment/bullying.

Any student, who believes that he or she has been harassed/bullied by an adult or has witnessed an incident of harassment/bullying by an adult, should take the following steps to report the incident: Report the incident to a Point Person who will report the incident to the Principal. The incident will then be brought to the attention of the Director of Education and Executive Director of Momentous Institute. Any parent who believes that a student has been harassed/bullied by an adult should also take the above steps for reporting.

Action

If the Point Persons determine that the harassment/bullying policy has been violated, the school will take appropriate disciplinary action against the offender. Discipline may include but is not limited to: a verbal warning, a referral for counseling as a proactive and supportive measure, temporary removal from the classroom and expulsion.

Momentous School will attempt to protect the privacy of the individuals involved during any investigation, restricting related information on a “need-to-know” basis. Although the school cannot guarantee confidentiality, Momentous School will not reveal the name of a person who complains about harassment/bullying without that person’s permission, whenever possible. Momentous School recognizes that false accusations of harassment/bullying can cause serious harm to innocent persons. Although we encourage complaints made in good faith, if an investigation reveals that a student or parent knowingly or maliciously accused another person falsely of harassment/bullying, Momentous School will take all appropriate action. The school will maintain records of complaints of harassment/bullying and any subsequent investigation and consequences. Access to these files is strictly limited.
Confidential Information Policy

Information obtained will always be shared with parents during the parent-teacher conferences. Parents are entitled access to all written records concerning their child. Student portfolios are kept in a secure location in the classroom and cumulative student files are kept in locked file cabinets in the workroom. Student information will not be shared with other parties without the consent of parents. Results of all assessments will be kept confidential within Momentous School and may be shared with the child’s teachers, research department, reading specialist, family guidance coordinator, and school administration. If assessment information is shared with members of the school administrative team, it will be in order to plan support specific for your child.

The research department uses the assessments to track growth over time on a group basis only, and no individual family or student will ever be identified in any way in research reports. Research data provided by the child or the family will not become part of school records. Please refer to the Research Program Consent Form provided at registration for more specific information regarding research at Momentous School.

Illegal Substances or Weapons

The safety of each individual at Momentous School is our utmost concern. If any illegal substance (all drugs and alcohol) or weapon is found on the school premises, the Dallas Police Department will be notified. Parents will also be notified immediately in order to plan for the students’ well-being and the safety of our community. Additionally, Momentous School is a smoke-free campus.

Gang-Free Zone

Momentous School is designated as a gang-free zone. The purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. Certain gang-related criminal activity or engaging in organized criminal activity within 1,000 feet of our campus is a violation of this law and is therefore subject to increased penalty under state law.

Federal Funds

Through partnerships with Dallas area school districts, Momentous School has access to some federal funds available to private schools. We use the funds received to support learning in our classrooms through teacher trainings and resources.

Grievance Process for Parents

In an effort to respond effectively and thoroughly to parents regarding any concern, the following procedures will be observed:

- Parents will address the concern with the teachers involved.
- If the parent(s) believe(s) it is necessary to involve another party, the Family Guidance Coordinator should be contacted.
- If the parent still has concerns regarding the issue being discussed, he or she may choose to speak with school administration.

Non-Discriminatory Policy

Momentous School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate based upon race, color, national and ethnic origin in the administration of the educational policies, admissions policies, and athletic and other school-administered programs.
# Appendix A: Immunization Schedule

## 2018 - 2019 Texas Minimum State Vaccine Requirements for Students Grades K - 12

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This document is not intended as a substitute for the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Texas Education Code, Chapter 38.

### IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

<table>
<thead>
<tr>
<th>Vaccine Required (Attention to notes and footnotes)</th>
<th>Minimum Number of Doses Required by Grade Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grades K - 6th</td>
<td>Grades 7th</td>
</tr>
<tr>
<td></td>
<td>K 1 2 3 4 5 6</td>
<td>7 8 9 10 11 12</td>
</tr>
<tr>
<td>Diphtheria/Tetanus/Pertussis¹ (DTP/DTP/DTP/Td/Tdap)</td>
<td>5 doses or 4 doses</td>
<td>3 dose primary series and 1 Tdap / Td booster within the last 5 years</td>
</tr>
<tr>
<td>Polio¹</td>
<td>4 doses or 3 doses</td>
<td></td>
</tr>
<tr>
<td>Measles, Mumps, and Rubella¹,² (MMR)</td>
<td>2 doses</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B²</td>
<td>3 doses</td>
<td></td>
</tr>
<tr>
<td>Varicella¹,²,³</td>
<td>2 doses</td>
<td></td>
</tr>
<tr>
<td>Meningococcal¹ (MCV4)</td>
<td>1 dose</td>
<td></td>
</tr>
<tr>
<td>Hepatitis A¹,²</td>
<td>2 doses</td>
<td></td>
</tr>
</tbody>
</table>

↓ Notes on the back page, please turn over. ↓

Rev. 02/2018
NOTE: Shaded area indicates that the vaccine is not required for the respective age group.
1 Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.
2 Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.
3 Previous illness may be documented with a written statement from a physician, school nurse, or the child’s parent or guardian containing wording such as: “This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine.” This written statement will be acceptable in place of any and all varicella vaccine doses required.

Exemptions
Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to rectify the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.ImmunizeTexas.com under “School & Child-Care.” The original Exemption Affidavit must be completed and submitted to the school.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

Provisional Enrollment
All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Additional guidelines for provisional enrollment of students transferring from one Texas public or private school to another, students who are dependents of active duty military, students in foster care, and students who are homeless can be found in the TAC, Title 25 Health Services, Sections 97.66 and 97.69.

Documentation
Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

Texas Department of State Health Services • Immunization Unit • MC-1946 • P. O. Box 149347 • Austin, TX 78714-9347 • (800) 252-9152
Stock No. 6-14 Rev. 02/2018
Appendix B: Screening Requirements

VISION AND HEARING SCREENING REQUIREMENTS

The Vision and Hearing Screening Program, Chapter 36 of the Health and Safety Code requires that all children enrolled for the first time in any public, private, parochial, or denominational school or in a Department of Family and Protective Services licensed child care center and child care home in Texas, or who meet certain grade criteria (specified below), must be screened or have a professional examination for possible vision and hearing problems.

The requirements for VISION AND HEARING SCREENING apply each year for children enrolled in any licensed child care center, child care home or school program at the ages or grades listed below:

<table>
<thead>
<tr>
<th>WHO MUST BE SCREENED</th>
<th>WHEN SCREENING MUST BE DONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-years old by September 1st</td>
<td>Within 120 days of admission</td>
</tr>
<tr>
<td>Kindergartners</td>
<td></td>
</tr>
<tr>
<td>Any other first time entrants (4-years* through 12th Grade)</td>
<td></td>
</tr>
<tr>
<td>1st-, 3rd-, 5th- and 7th-graders</td>
<td>Any time within the school year (preferably within 120 days)</td>
</tr>
</tbody>
</table>

*Although not required by Chapter 36, Department of Family and Protective Services licensed child care centers and child care homes are encouraged to screen all children younger than 4 years of age who can reliably respond to the screening tests outlined in the Department of State Health Services' (DSHS) vision and hearing screening protocols.

To collect screening information for each child, a facility may use its own screening form or duplicate one provided by DSHS upon request (M-40 and M-60). In either case, there must be a screening record on file for each child enrolled. The following data must be recorded: CHILD'S NAME, TYPE OF SCREENING, DATE, SCREENER, AND SCREENING RESULTS.

Annual reports for vision and hearing screening activities should be submitted to DSHS via the online reporting system website by June 30th of each year. If you do not have children at your facility that are required to be screened, indicate it on the online reporting system website.

SCREENING PROCEDURES

For VISION SCREENING, a distance acuity for the right and left eyes must be recorded, e.g., 20/20, 20/30, etc. Approved charts for distance acuity testing include: (1) Sloan Letter Chart, (2) Snellen "Tumbling E" Chart, and (3) HOTV Matching-Symbol Test. Photoscreening may be used for individuals through five years of age and those with disabilities who do not respond well to other allowable screening methods. If automated screening device is used, pass/fail documentation of results should be recorded. (Muscle balance tests – Hirschberg corneal light reflex and cover-uncover tests – will be included in the certification workshops and are optional tests.)

For HEARING SCREENING, the results of the pure-tone audiometric Sweep-Check Screen must be recorded for both the right and left ears. A Sweep-Check Screen is to be conducted at least than or equal to 25 dB at the following frequencies: 1000, 2000, and 4000 Hertz.

FOR MORE INFORMATION, PLEASE CONTACT:
Mail Code 1938
Health Screening & Case Management Unit
Health Screening Group
Department of State Health Services
1100 West 49th Street
P O Box 149347
Austin, Texas 78714-9347
(512) 776-7420

Web site http://www.dshs.state.tx.us/vhs

Revised 09/2014
July 21, 2019

Dear Parents and Staff of Momentous School:

This notice is to inform you that Momentous School and Momentous Institute have conducted a comprehensive asbestos survey of the School facility in compliance with the Asbestos Hazard Emergency Response Act. The only remaining asbestos containing material present at the facility is non-friable mastic located in an area non-accessible to students, faculty, and staff.

A Management Plan has been completed following the survey, including an Operations and Maintenance (O&M) Program. These documents can be made available for your review upon request. To request review of these documents, please contact Mr. Mark McDonald at 106 E. Tenth St in Dallas, Texas 75203.

If you have any questions or concerns, please contact Mr. McDonald at (214) 915-1890.

Sincerely,

Jessica Trudeau
Executive Director
Appendix D: Empowered User Policy

Empowered User Policy 2019-2020
Created by the Chromebook Council

Digital Core Values
• We create a better world by being respectful and responsible digital citizens.
• We use digital tools to learn in new ways.
• We use digital tools to work together and share our learning.
• We take care of our digital tools.

Responsible Use Guidelines
At School
• Be safe online.
• Be kind to people online.
• Use appropriate language online.
• Stay on the website your teacher assigned.
• Ask if a website is appropriate.
• Keep your chromebook clean.
• Keep chromebook in the case.
• Keep your chromebook in a safe place.
• Keep your chromebook charged.
• Carrying your chromebook tightly and walk slowly.

At Home
• Follow the same guidelines listed above.
• Do school work only.
• You are the only one in your family who can use the chromebook.
• If you take your chromebook home, you must bring it back to school the next day.

Logical Consequences of Irresponsible Use
The Student could lose the privilege of:
• Using a chromebook at home
• Using a chromebook during school
• Using certain digital tools (ex: prodigy.com, abcya.com, or coolmathgames.com)

Depending on the situation, the classroom teacher and Mrs. Grauberger will determine which logical consequence applies and for how long.

A broken, lost, or stolen chromebook or hotspot must be replaced. Please let Mrs. Grauberger know, as soon as possible, so we can discuss a replacement fee.

Contact

Mrs. Grauberger
Technology & Media Specialist
Email: jgrauberger@momentousinstitute.org
Phone: 214-915-1839

Mr. Knoll
Principal
Email: dknoll@momentousinstitute.org
Phone: 214-215-5151

Mrs. Alaniz
Spanish communication with Momentous School
Email: ralaniz@momentousinstitute.org
Phone: 214-915-1821
Momentous School
A Program of Momentous Institute
106 E. Tenth Street, Dallas, TX 75203